

# ST. JAMES SCHOOL

## MINIBUS DRIVER JOB DESCRIPTION



### Job Role

- To drive a St. James School minibus to collect and deliver pupils to and from their designated pick up and drop off points, as agreed with the School
- To promote the aims and objectives of the school and maintain its philosophy of education.

### Main Duties & Responsibilities

#### OFF ROAD DUTIES

- To check the vehicle before each run to ensure that it is in a roadworthy condition, checking the condition of the windscreen, mirrors, operation of all doors, seat belts, horn, indicators and lights. To ensure that ice and mist are removed from windows prior to any journey.
- Report any defects immediately to the Head Teacher.
- To park the vehicle at the end of the run in its designated space ensuring lights are switched off, doors closed and handbrake applied.
- To clean the interior and wash down the minibus once a week.
- To maintain the vehicle usage log and complete the weekly maintenance check.

#### PERSONAL CARE

- It is your responsibility to make sure that you are fit to drive. You must not be overtired, subject to the effects of drink and drugs or suffering from any medical conditions which would impair your fitness to be in control of a vehicle. You will ensure that your seatbelt is worn whilst the vehicle is in motion. All passengers, 14 and under are the drivers' legal responsibility.
- You will ensure that you have a licence, which entitles you to drive a 17 seater Minibus, for Hire and Reward. Any changes to your licence, including the removal or addition of categories, addition of penalty points or disqualification must be notified to the School immediately.

#### SPEED LIMITS and other road laws

- You will at all times, obey Minibus Speed Limits on roads. Every driver must ensure that they obey all road laws including traffic signals. Vehicles caught on camera showing violations of speed or traffic restriction will have the name of the driver at the time of the violation passed to appropriate authorities.

### THE RUN (as agreed with the School)

- You will be assigned a regular run, however this may be changed on a temporary basis from time to time as requirements dictate or permanently by agreement.
- So far as traffic conditions allow, you will maintain the pickup and drop off point timings, in the event of serious delay you will make every effort to advise the School of the problem and to contact parents of passengers.

### CONDUCT

- You will drive at all times showing courtesy towards fellow road users and consideration for the comfort and safety of your passengers.

### PASSENGERS

- Your passengers are school aged children and teachers at the school, their names must be checked off on a register and no-one may be carried on the minibus unless their name is included on the passenger list for that day. The vehicle may not be used to transport any person who has not been authorised to travel by the School.

## Additional Requirements

- Candidates should hold a full driving licence with a D1 entitlement. They should hold a Driver Certificate of Professional Competence (CPC).
- To exemplify the vision, aim, values and ethos of the school through professional and personal behaviours.
- To support the Headteacher and Senior Team in promoting the ethos of the school.
- To promote the welfare of children and to support the school in safeguarding children through relevant policies and procedures.
- To promote the British Values, including equality and to treat everyone with fairness and dignity.
- To recognise health and safety is a responsibility of every employee, to take reasonable care of self and others and to comply with the Schools Health and Safety policy and any school specific procedures / rules that apply to this role.

St. James follows safe recruitment procedures and any candidates who are offered the job will be subject to proof of identity, an enhanced DBS check, references and declarations of medical fitness and disqualification by association.